



## MONTANA STATE PRISON POLICIES AND PROCEDURES

Policy No.: MSP 5.3.101	Subject: <b>KMSP CLOSED CIRCUIT TELEVISION</b>
Chapter 5: Inmate Programs	Page 1 of 2
Section 3: Education Programs	Revision Date:
Signature: /s/ Mike Mahoney	Effective Date: 11-24-03

**I. POLICY:** It is the policy of MSP to operate a closed circuit television station for the educational and recreational benefit of inmates.

**II. IMPLEMENTATION:** This policy was implemented on the effective date above.  
It replaces MSP 20-002.

**III. AUTHORITY:**

2-15-112, MCA. Duties and Powers of Department Heads

53-1-203, MCA. Power and Duties of Department of Corrections

MSP 1.1.3 Organization and Responsibility

**IV. DEFINITIONS:** none.

**V. PROCEDURES:**

A. General Requirements:

1. The operation of KMSP-TV is under the supervision of the Education Department.
2. The Chief of Education and Habilitative Services shall designate a staff member to supervise all activities of the KMSP recording/broadcast studio.
3. All video recording of materials, persons, and activities in connection to the KMSP recording/broadcast studio must have the written authorization of the KMSP supervisor.
4. Before any video recording that includes inmates is done, the consent of all the inmate subjects is required as outlined in MSP Policy 3.3.4 "Media Access to Inmates".  
Signed waivers must be kept on file.
5. The Associate Wardens, Security Major, and Chief of Education and Habilitative Services shall conduct an annual review of programming and operations of KMSP TV.

Recommendations for proposed changes in operations of KMSP TV shall be forwarded to the Warden for final review and approval.

6. Any video recording done outside the education areas requires direct staff supervision and must be preapproved in writing by the Chief of Education and Habilitative Services or designee.

**B. Broadcasts**

1. Material that poses a threat to the security and order of the institution shall not be broadcast, therefore the designated KMSP supervisor must preview all prerecorded materials before scheduling the material for broadcast. If the KMSP supervisor has any questions concerning content he/she shall refer them to the Chief of Education and Habilitative Services.
2. The KMSP supervisor shall prepare and distribute the weekly programming schedule.

**VI. CLOSING:** Questions concerning this policy shall be directed to the Chief of Education and Habilitative Services.